

INTER-AMERICAN FOUNDATION



**STUDENT VOLUNTEER SERVICE PROGRAM
APPLICATION**

NAME _____ SSN _____

ADDRESS _____

PHONE (Home) _____ (Work) _____

SCHOOL/UNIVERSITY _____

SEMESTER _____ GRADUATION DATE _____

MAJOR _____ MINOR _____

CURRENT GRADE POINT AVERAGE _____

LIST THE PROGRAM AREAS IN WHICH YOU ARE INTERESTED:

PLEASE ATTACH A RESUME AND WRITE A SHORT ESSAY (1-3 pages) DISCUSSING WHY YOU WANT TO BE A VOLUNTEER WITH THE INTER-AMERICAN FOUNDATION.



INTER-AMERICAN FOUNDATION
ACADEMIC ENROLLMENT STATUS FORM

STUDENT NAME: _____

SOCIAL SECURITY NUMBER: _____

I certify that I am enrolled in the following academic institution on a full-time status. Please
Provide my employment institution with the information requested below.

(Signature)

(Date)

ACADEMIC INSTITUTION: _____

STUDENT NAME: _____

SOCIAL SECURITY NUMBER: _____

ACADEMIC STANDING: _____

FULL-TIME ENROLIMENT REQUIREMENT: _____

PART-TIME ENROLLMENT REQUIREMENT: _____

STUDENT'S ENROLLMENT STATUS FOR SEMESTER: _____

(SIGNATURE)

(DATE)

(TITLE)



STUDENT VOLUNTEER PROGRAM AGREEMENT

THIS AGREEMENT, effective this _____ day of _____ is entered into between the Inter-American Foundation hereinafter called the “Agency” and hereinafter called the “Institution,” (a high school, junior college, college, university or other accredited educational institution) within the meaning of that term as defined in the Federal Personnel Manual Ch.308-35, Section 7-2(2), for the purpose of providing educational experience for the students eligible to participate in the student volunteer program.

1. The Agency hereby agrees to provide assignments for students duly approved by the institution and accepted by the Agency. Schedules to be attached to this agreement from time to time, bearing the signature of an authorized official of the Institution and of the Agency, will set forth brief descriptions for the assignment to be performed by students under this agreement, a list of student names to be employed, and the average number of hours per week each student will be utilized. These schedules will also state the total length of time the project is expected to run. The Institution will inform the Agency of the maximum number of hours per week and the total number of hours a student may work during the work period specified in the Schedule attached. The Agency requires the student to work a minimum of 12 hours per week in increments of at least 4 hours per day, for a total minimum of 150 hours per period. (A period is an institution's normal grading period).
2. Student volunteers will be made available to the Agency by the Institution for performance of specific work assignments. Students may be removed from work on a particular assignment or from the Agency by the Institution, either on its own initiative or at the request of the Agency. The Agency agrees that no student will be denied work or subjected to different treatment under this agreement on the grounds of race, color, religion, sex, or national origin.
3. Transportation for student volunteers to and from their work assignments will not be provided by either the Agency or the Institution. Student volunteers are not entitled to benefits (i.e., accrual of leave, travel, subsistence expenses, quarters, and any other reimbursement of payment in kind) from the Agency.
4. The Agency shall be deemed the employer for purposes of this agreement. It has the right to control and direct the services of the student, not only as to the result to be accomplished. Under 5 U.S.C. 3111, a student volunteer is NOT a Federal

employee for any purposes other than injury compensation and laws related to the Tort Claims Act.

5. Student volunteers are in a non-pay status within the Agency. Career-related assignments for work performed under this agreement may be used for the purpose of course credit at the discretion of the Institution, which will be disbursed by the Institution at the completion of this period. It is up to the Institution to determine the amount of course credits earned for the sum of work hours performed under this agreement.

6. 6. At such times as are agreed upon in writing, the Agency will furnish to the institution the following records for review and retention:

A. Time reports indicating the total hours worked each week and containing the supervisor's certification as to the accuracy of the hours reported; and

B. Report indicating satisfactory performance on the part of this student.

7. The terms of this agreement will be as follows:

Student's Name: _____

Volunteer Service to Begin: _____

Termination of Volunteer Services: _____

Total hours to be performed: _____

Work Days: _____

Time: From _____ To _____

Work Days: _____

Time: _____ To _____

Education related work assignments are as follows:

EDUCATIONAL INSTITUTION: _____

TELEPHONE: _____

SIGNATURE OF AUTHORIZED SCHOOL OFFICIAL

PRINTED NAME AND TITLE

DATE

INTER-AMERICAN FOUNDATION
STUDENT VOLUNTEER PROGRAM
1331 PENNSYLVANIA AVE NW, #1200 NORTH
WASHINGTON, D.C 20004
202-360-4530

IAF HUMAN RESOURCES SPECIALIST

DATE